

1130 DELEGATIONS OF AUTHORITY

Travel 03 - Domestic Travel

Issuing Office: OFM 435-2927

Release Date: 10/17/02

1. **Explanation of Material Transmitted:** This delegation is revised to reflect recent changes to Limitations/Guidance No. 2 and Redelegations. All travel conducted by the Institute/Center (IC) Directors must be authorized and approved by the Deputy Director for Management (DDM), NIH; and all travel conducted by the IC Deputy Directors must be authorized and approved by the respective IC Director.
2. **Filing Instructions:**

Remove: NIH Manual 1130, Travel No. 3, dated 09/19/02

Insert: NIH Manual 1130, Travel No. 3, dated 10/17/02

PLEASE NOTE: To sign up for email notification of future changes, please go to the [NIH Manual Chapters LISTSERV](#) Web page.

Authority Delegated

To authorize and approve all travel and transportation within or between the continental United States, Alaska, Hawaii, Puerto Rico, Virgin Islands, Guam, American Samoa, Wake Island, Trust Territory of the Pacific Islands, and other United States Territories and Possessions (including Trust Territories) and along the Canadian and Mexican borders of NIH personnel stationed in foreign countries to posts of temporary duty within authorized program areas and for the return of personnel on permanent assignments outside the United States for temporary duty.

To Whom Delegated	Area of Authority
Deputy Director, NIH	NIH
Deputy Director for Management, NIH	NIH
IC Directors/Deputy Directors/Executive Officers	Respective Areas

OD Executive Officer

OD with the exception of ORS

Associate Director for Research
Services

ORS

Limitations/Guidance

1. The authority delegated above must be exercised in accordance with all applicable statutes, Departmental and NIH policies, and regulations, including the Federal Travel Regulations or Joint Federal Travel Regulations, as appropriate.
2. All travel conducted by the Institute/Center (IC) Directors must be authorized and approved by the Deputy Director for Management (DDM), NIH; and all travel conducted by the IC Deputy Directors must be authorized and approved by the respective IC Director.
3. The traveler must use the most economical accommodation fare (generally, coach) for official duty travel.
4. It is Department policy that no one may authorize or approve his or her own travel.
5. Reimbursement may not exceed (a) the currently set levels for each calendar day or fraction of a day in travel status for actual expense allowance subsistence within the boundaries of the continental United States, or (b) the sum of the maximum per diem allowance plus the currently set allowance for travel outside the boundaries of the continental United States.
6. Use of noncontract air carriers is subject to NIH Manual 1130, Delegations of Authority, [Travel No. 14](#), "Use of Noncontract Air Carriers and Foreign Air Carriers (07/22/99)." Use also is subject to GSA Federal Travel Regulations, 41 CFR 301, or to Joint Federal Travel Regulations, as appropriate.
7. Use of Premium Class Travel accommodations is subject to NIH Manual 1130, Delegations of Authority, [Travel No. 15](#), "Premium Class Travel (07/22/99)." Use also is subject to GSA Federal Travel Regulations, 41 CFR 301, or to Joint Federal Travel Regulations, as appropriate.
8. The authority for domestic travel involving acceptance of reimbursement from a source outside the Federal Government is contingent upon approval required by Delegations of Authority, [Travel No. 7](#), "Acceptance of Payment in Cash or in Kind to Cover Travel Expenses (07/22/99, as modified)."
9. This delegation supersedes all previous delegations of authority inconsistent with these new provisions.

Redelegation

With the exception of the IC Director/Deputy Director travel, this authority may be redelegated. However, it should be retained at the highest administrative level necessary to ensure that programs are conducted effectively by the appropriate officials, without compromising program integrity, and without undue delay.

Citations

1. 5 U.S.C. 302, 5701 et seq. (Travel Expense Act of 1949, as amended); 42 U.S.C. 203, 216, and 281.
2. Federal Travel Regulations, 41 CFR Parts 300 and 301.
3. Joint Federal Travel Regulations.
4. HHS Travel Manual Chapters 1-30, 1-60, 2-00, 5-00, and 5-20.
5. Memorandum to Heads of Operating Divisions from the Deputy Assistant Secretary, Finance, OS, dated March 6, 1996, entitled: Delegations of Authority.
6. Secretary's Reorganization Order of September 25, 1995 (60 FR 51480 (October 2, 1995)).

/s/

Elias A. Zerhouni, M.D.

Director, NIH

Effective Date: October 17, 2002